



HUMAN RESOURCES DEPARTMENT

City of Burlington

131 Church Street, Burlington, VT 05401

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MAINTENANCE WORKER I Church Street Marketplace

POSTING DATE: July 27, 2011

DEADLINE TO APPLY: August 9, 2011

RATE OF PAY: \$14.88/hr

POSITION STATUS: Regular FT

EXEMPT/NON-EXEMPT: Non-Exempt

CLASSIFICATION GRADE: 10

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for outdoor maintenance of brick surface, quarter-mile long, pedestrian outdoor shopping mall. In addition this position is responsible for ensuring safety and security for pedestrians/users.

Essential Job Functions:

- Perform daily outdoor cleaning, sweeping, repair and maintenance of the Church Street Marketplace, including but not limited to, brick surfaces, concrete, slate and granite.
- Perform gate opening and closing duties of the Marketplace on a timely basis.
- Assure marketplace security by reporting unusual events to supervisor.
- Empty and clean trash containers; prepare trash for removal from property by outside garbage contractors.
- Maintain, repair and preserve appearance of various amenities, including but not limited to, benches, trash receptacles, light poles, etc.
- Install and remove seasonal event and marketing banners, advertisements, flags, and holiday decorations as directed.
- Perform tasks associated with set-up, breakdown, and operation of special events.
- Maintain sanitary Marketplace fountains by controlling pH balance, routine cleaning, pressure washing and brushing, etc.
- Operate, inspect, and perform basic maintenance on mechanical equipment, including but not limited to, tractors, boom lift, sweepers, blowers, various snow removal equipment, etc.
- Clean and unplug catch basin drains as needed.
- Ensure garden beds are kept clean and neat by removing debris and perform basic pruning and branch removal as needed.
- Remove snow and ice from walkways using manual and mechanical equipment.
- Maintain maintenance/cleaning supplies and storage area, including but not limited to, painting supplies, grounds tools, and seasonal chemicals and products, etc.
- Replace lighting bulbs and filaments as needed.
- Interact favorably with the general public and all Marketplace users at all times.

Qualifications/Basic Job Requirements:

- High school Diploma or Equivalent and one (1) year of previous experience in maintenance or related field required.
- Ability to operate mechanical and manual equipment, such as, tractors, boom lifts, sweepers, blowers and various snow removal equipment required.
- Outdoor maintenance and general construction/trades experience preferred.
- Ability to follow written and verbal instructions required.
- Must be a flexible team player that takes direction well, is safety conscious, customer-oriented, and willing and able to learn to operate all equipment and perform all tasks as assigned.
- Ability to work in all weather conditions required.
- Ability to work without close supervision required.
- S/he must have proven ability to be entrusted with keys to City buildings, offices, facilities, and tools and equipment.
- Valid Driver's License or ability to obtain and maintain a Vermont State Driver's License preferred.
- Ability to interact favorably with the general public, vendors, fee-payers and retail owners and staff at all times required.
- Ability to work weekend, night and holiday shifts as needed.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application by August 9th to: Human Resources Department, 179 South. Winooski Avenue, Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802) 865-7145 or (802) 865-7142 (TTY).

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.